

Job Acceptance and Financial Terms Discussion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity to join your team and contribute to the company's success.

Before finalizing my acceptance, I would like to discuss the financial terms associated with this position. Specifically, I would appreciate clarification regarding the following:

- Base salary
- Bonus structure
- Benefits package
- Start date

Please let me know a convenient time to discuss these details further. I am looking forward to your prompt response so we can finalize the arrangements.

Thank you for this incredible opportunity.

Sincerely,

[Your Name]